



Collaborative Testing Services, Inc

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Forensic Testing Program PROFICIENCY TEST INSTRUCTIONS

Enclosed are samples for the Forensic Testing Program. Please examine the samples according to your normal laboratory procedures.

Once the testing is completed, record the results on the enclosed data sheet (in English) and return to Collaborative Testing Services. An electronic version of the data sheet will be available on the CTS Web site (www.ctsforensics.com). This, however, is not an electronic submission of your data; you must print out the data sheet and submit to CTS. Please return all data sheets to CTS via fax, mail, or courier delivery by the data due date. Generally, late data will not be included in the report.

Your data sheet contains both your Participant Code and a WebCode. The Participant Code is a combination of your Laboratory Code and an alpha character coded to correspond with the number of sample packs received. (For example, if your Lab Code is U1234 and you receive only one sample pack, your data sheet is marked with the Participant Code U1234A. However, if you receive three sample packs, then three data sheets are included and coded U1234A, U1234B, and U1234C.) Your Participant Code/Laboratory Code should be referred to whenever you contact CTS with questions on a particular test. The WebCode is a six character alphanumeric code that will be used to identify each participant's results in the Summary Report. This helps maintain participants' anonymity and will change for every test. The WebCode is also important in filling out the online data sheets; the unique combination of Participant Code and WebCode are used to verify that the results submitted are from your laboratory.

A Manufacturer's Information statement for the samples will be posted on the CTS Web site approximately three weeks after the Due Date for data sheets. Following receipt and tabulation of the data, the Individual Reports (one for each test ordered) will be sent. The Summary Report, containing the results for all participants that returned data, will be compiled and posted on the CTS Web site. Both the Individual Reports and the Summary Report will be released within ten weeks from the Data Due Date of the test.

You are strongly encouraged to return your response for analysis. While the guiding philosophy of the program is primarily one of laboratory self-assessment, a major objective of the program is the development of a profile of responses and methods used – a goal that can only be realized when laboratories submit results in a regular and timely fashion.

PACK LIST

Notify CTS immediately if any sample packs are mislabeled, missing, incomplete, or damaged.

Lab Code: U7218 Dom
Sample Packs Enclosed:
2 DA1